



CANNON BUILDING  
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STATE OF DELAWARE  
**DEPARTMENT OF STATE**

DIVISION OF PROFESSIONAL REGULATION

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<b>PUBLIC MEETING MINUTES:</b>	<b>REAL ESTATE EDUCATION COMMITTEE</b>
<b>MEETING DATE AND TIME:</b>	<b>Thursday, January 3, 2013 at 9:30 a.m.</b>
<b>PLACE:</b>	861 Silver Lake Boulevard, Dover, Delaware <b>Conference Room A</b>
<b>MINUTES APPROVED</b>	02/07/2013

**MEMBERS PRESENT**

Doug Doyle, Kent County, Professional Member, Chairperson  
Danielle Benson, New Castle County, Professional Member  
Barbara Brodoway, New Castle County, Public Member  
Tom Burns, Kent County, Professional Member  
Donna Klimowicz, New Castle County, Professional Member  
Casey Price, Sussex County, Professional Member (9:37 a.m. – 11:11 a.m.)  
Tim Riale, Sussex County, Professional Member  
Elaine Woerner, New Castle County, Professional Member

**DIVISION STAFF**

Eileen Kelly, Deputy Attorney General  
Jessica Williams, Administrative Specialist II

**MEMBERS ABSENT**

Al Hause, Kent County, Public Member  
Tammy Reagan, Sussex County, Professional Member

**ALSO PRESENT**

Karen Alleva, NCCBOR

**CALL TO ORDER**

Mr. Doyle called the meeting to order at 9:32 a.m.

**REVIEW OF MINUTES**

A motion was made by Mr. Riale, seconded by Ms. Woerner, to approve the December 6, 2012 minutes as presented. Motion unanimously carried.

**UNFINISHED BUSINESS**

Continuing Education Audit

The Committee reviewed the continuing education audits off the record.

### **NEW BUSINESS**

#### **Update from Commission – Mr. Doyle**

Mr. Doyle advised the Committee that the Commission is in agreement in regards to updating the regulations by creating requirements for members of the Committee.

### **UNFINISHED BUSINESS**

#### **Review Draft of Proposed Regulatory Change to Section 3.1 of the Education Guidelines**

The draft of the proposed regulatory change Mr. Riale drafted was circulated for review. Mr. Riale briefly stated the reasoning behind the proposal. Ms. Woerner made a motion, seconded by Mr. Burns to approve the proposed professional member requirements with changes. Motion carried with Ms. Price and Mr. Riale abstaining. The proposed requirements to be a professional member on the Education Committee are:

- An active Delaware Real Estate license in good standing
- Minimum 3 years full time real estate sales or brokerage experience
- Demonstration of Interest and Experience in Educational Activities, Past or Present
- Familiarity with Title 24, Chapter 29 of the Delaware Code

Ms. Woerner made a motion, seconded by Ms. Klimowicz to approve the proposed public member requirements with changes. Motion carried with Mr. Riale abstaining. The proposed requirements to be a public member on the Education Committee are:

- May not have been a Real Estate Licensee within the past eight years
- Minimum of a High School Diploma or Equivalent
- Minimum of five years of Professional Experience

#### **Update from Commission – Mr. Doyle**

Mr. Doyle informed the Committee that the Commission approved the pre-licensing course that was submitted by Delaware Tech. Although Delaware Tech did not comply with the Guidelines, the Commission decided that it was not fair to the students who enrolled in the course. A letter will be sent from the Commission to Delaware Tech advising that in the future, they must comply with the Guidelines.

Mr. Doyle addressed the concerns regarding the negative comments on the course evaluations with the Commission. The Commission determined that the Committee will monitor the comments on the evaluations to ensure that there is no pattern.

Mr. White will be working with the Committee to develop an informational workshop for course providers.

Mr. Doyle stated that the Commission shall not approve an instructor application without a resume attached.

Lastly, Mr. Doyle informed the Committee that the Commission approved the proposal of allowing the hours accumulated during the Broker's pre-licensing course to be used towards continuing education. The Commission requested that the Committee draft a proposal to formalize this decision within section 6.0 of the Guidelines. Ms. Benson volunteered to draft the proposal, which she will present during the February meeting.

Ms. Brodoway made a motion, seconded by Ms. Woerner, to amend the agenda to review Alex Charfen's request for reconsideration for his instructor application. Motion unanimously carried.

#### Review of Instructor Application

A motion was made by Mr. Riale, seconded by Ms. Klimowicz, to recommend to the Real Estate Commission approval of the following instructor application as noted below. Motion carried with Mr. Riale opposed.

Alex Charfen      **Approved**

Continuing Education:

Module: 7 – Certified Distressed Property Expert (CDPE) – Short Sales

#### Review Requests for Amendments to Instructor Approvals

A motion was made by Ms. Benson, seconded by Mr. Riale, to recommend to the Real Estate Commission approval of the request to amend the previously approved instructor approvals as noted below. Motion unanimously carried.

Francis McCann Jr.      **Approved**

Requesting Approval for: New Licensee Modules 1 – 4 & Continuing Education Modules 1 – 7

#### Review of Course Provider Applications

A motion was made by Ms. Reagan, seconded by Mr. Riale, to recommend approval, denial or tabling, of the following item as noted below. Motion unanimously carried.

Course Provider: Omega Real Estate School

Course Title: Real Estate Pre-Licensing **Approved**

Credit Hours: 99.0

Salesperson Pre-Licensing Course

A motion was made by Ms. Brodoway, seconded by Mr. Riale, to recommend approval, denial or tabling, of the following item as noted below. Motion unanimously carried.

Course Provider: Frederick Academy of Real Estate **Approved (Course Provider to be Notified that Each Course Must Include a Mandatory Question and Answer and/or Course Review)**

Course Title: Short Sales Done the Right Way

Credit Hours: 3.0

Modules: 7

Course Provider: Association of Realtors School **Approved (Course Provider to be Notified that Each Course Must Include a Mandatory Question and Answer and/or Course Review)**

Course Title: Accredited Buyer Representative

Credit Hours: 6.0

Modules: 6 & 7

#### Review of Student Requests for Approval of Continuing Education Activities

A motion was made by Ms. Benson, seconded by Mr. Riale, to recommend approval, denial or tabling, of the following items as noted below. Motion unanimously carried.

Student Name: Leland Scott Berry **Approved for Module 7 Only, Not Module 5 as Requested**

Course Title: RESPA Reform  
Course Provider: Career WebSchool  
Credit Hours: 3.0  
Module(s): 7

**OTHER BUSINESS BEFORE THE COMMITTEE** (for discussion only)

Ms. Williams advised the Committee that Ms. Henderson- Hake resigned from the Committee. Ms. Henderson-Hake's resignation leaves a public member vacancy for Kent County. Mr. Riale's term expires on January 31, 2013, but has agreed to stay on the Committee until a replacement has been found, if approved by the Commission. Due to Mr. Riale's term expiring, this will leave a professional member vacancy for Sussex County and there is currently a vacancy for a public member from Sussex County.

**NEW BUSINESS**

**Election of Officers**

Mr. Riale made a motion, seconded by Mr. Burns to nominate Danielle Benson as the Chairperson. Motion unanimously carried. Ms. Benson accepted the nomination.

Ms. Brodoway made a motion, seconded by Mr. Riale, to nominate Donna Klimowicz as the Vice Chairperson. Motion unanimously carried. Ms. Klimowicz accepted the nomination.

**OTHER BUSINESS BEFORE THE COMMITTEE** (for discussion only)

Mr. Doyle advised the Committee that the Commission declined to move their meeting date for the July meeting. Since the first Thursday in July is a holiday, the Committee agreed to hold their meeting on June 27, 2013 at 1:00 p.m.

**CORRESPONDENCE**

There was no correspondence.

**PUBLIC COMMENT**

There was no public comment.

**NEXT SCHEDULED MEETING**

The next meeting will be held on Thursday, February 7, 2013 at 9:30 a.m. in Conference Room A, second floor of the Cannon Building, 861 Silver Lake Boulevard, Dover, Delaware.

**Adjournment**

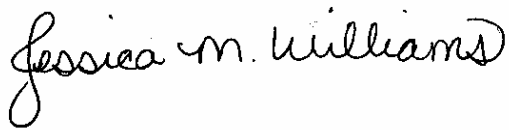
There being no further business, Ms. Brodoway made a motion, seconded by Mr. Riale, to adjourn the meeting. Motion unanimously carried. The meeting adjourned at 11:11 a.m.

Respectfully submitted,

Delaware Real Estate Education Committee

January 3, 2013

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A handwritten signature in black ink that reads "Jessica M. Williams". The signature is written in a cursive style with a large, stylized "J" and "W".

Jessica M. Williams  
Administrative Specialist II